

Wage Protection Movement

For Cleaning Workers and Security Guards

Owners' Corporations/
Residents' Organisations



Owners' Corporations
We need your participation

Dedicated website

www.labour.gov.hk



Hotline 2852 3815

You may call the Labour Department's 24-hour hotline
2717 1771 outside office hours



Dad, the lobby looks cleaner, and the guards are more helpful than before. Why is it so?

Our owners' corporation has joined the Wage Protection Movement. With wage protection, the workers are working more cheerfully and with more devotion.



What is "Wage Protection Movement"?



The Wage Protection Movement ("WPM") is launched by the government together with the business community and the labour sector. It encourages employers to offer **cleaning workers** and **security guards** wages not lower than the relevant average market wage rates.

A considerable number of cleaning workers and security guards are providing cleansing and guarding services for property owners and residents. As such, the success of WPM hinges on the support and participation of the owners' corporations and residents' organisations.

What are the benefits of joining WPM?



Our morale will be boosted to provide better service to property owners and residents.



It also helps to attract and retain good employees, maintain amicable labour relations, and reduce recruitment and training costs.

WPM benefits **employees, owners' corporations** and **residents** alike. It is also conducive to social harmony. A **win-win situation** indeed.



What are the requirements for owners' corporations and residents' organisations to participate in WPM?



If owners' corporations and residents' organisations directly employ cleaning workers and security guards, they are only required to :

- enter into written employment contracts with these workers;
- offer these workers wages not lower than the relevant average market wage rates, and suitably compensate them if they have to work beyond contractual hours.



“Average market wage rates” refer to the relevant average market wage rates as published quarterly in the Quarterly Report of Wage and Payroll Statistics (“Quarterly Report”) of the Census and Statistics Department. The latest figures are available at the dedicated website : www.labour.gov.hk.

In June 2007, for example, the relevant figures are:

Occupation	Average monthly salaries (Note 1)	Average number of normal hours of work per day per month	Average number of standard working days	Corresponding average hourly rate
Cleaner - general	\$5,213	8	26	\$25.1
Cleaner - lavatory	\$4,997	9	26	\$21.4
Guard				
• Overall average (Note 2)	\$7,094	10	26	\$27.3
• 3-shifts	\$6,407	8	26	\$30.8
• 2-shifts	\$6,797	11	26	\$23.8

Note 1:

If the contractual working hours per day and working days per month of security guards and cleaning workers are different from those published in the Quarterly Report, owners’ corporations/residents’ organisations should pay these workers monthly wages calculated on a pro rata basis.

Note 2:

If security guards are employed under 3-shifts or their normal hours of work are less than 8 hours per day, the wage rate of “3-shifts” should apply. For those employed under 2-shifts (i.e. 11 hours of work plus one hour meal break or 12 hours of work), the wage rate of “2-shifts” should apply. For those employed under other arrangements, the wage rate of “overall average” is applicable.





At present, many buildings have their cleansing and guarding services outsourced to service contractors. What are the requirements for them to take part in WPM then?



- Owners' corporations/residents' organisations which outsource their cleansing and guarding services should require their contractors and subcontractors to follow the terms of WPM by specifying the requirements in the tender documents and/or service agreements. The main/principal contractor should be responsible for ensuring that their sub-contractors would comply with the requirements.
- Since owners' corporations/residents' organisations may find it difficult to vary existing contracts, it will be acceptable to apply the WPM terms to new or renewed contracts.
- **If tendering is involved** – owners' corporations/residents' organisations should adopt the average market wage rates applicable at the time *when the tender is invited*.
- **If tendering is not involved** – owners' corporations/residents' organisations should adopt the average market wage rates applicable at the time *when the service contract is awarded*.



This flower-like logo looks beautiful. What is it?



This is the logo specially designed by the Labour Department for use of entities which have joined WPM as a token of recognition.

It's simple. You may call the dedicated hotline of the Labour Department at 2852 3815. Designated staff will explain the relevant arrangements. You may also visit the dedicated website www.labour.gov.hk and download the application form.



How to join WPM?

How can employees, households and owners' corporations be benefited through participating in WPM? Let's take a look at the following real case.

- A housing estate in Aberdeen had through a management company employed 18 security guards. Because wages of some of the guards were relatively low, on average one to two of them resigned each month. The management office had to frequently post recruitment advertisements, conduct job interviews and provide training to new recruits, thereby incurring considerable expenses and administrative work.
- Upon learning that the Government has launched the WPM, the owners' corporation decided to take part in it after deliberation. Immediately after joining WPM, the owners' corporation increased wages of all the security guards, with a view to boosting staff morale and retaining good employees.
- To fully implement wage protection, the owners' corporation will raise the wages of the four cleaning workers engaged by the service contractor upon completion of the cleaning service contract.
- As advised by the owners' corporation, residents of their housing estate were aware that wages of the elementary workers remained soft. As such, during the recruitment exercise, they were empathetic towards the needs of security guards and cleaning workers, and were willing to offer them reasonable wages at market level.
- After joining the WPM, there had been an overall increase in the salary payment of about \$10,000 each month. Such additional expenditure was appropriated through the surplus of the tenant operating funds.
- The above measures had **significantly reduced staff turnover and saved recruitment and training costs**. Without resorting to increasing the management fee, the owners' corporation had **enhanced the quality of building management and staff commitment at work**. This helped **maintain amicable relationship among employees, employers, owners' corporation and residents**. In the end, joining the WPM had brought **benefits to all stakeholders**, thus **achieving a win-win situation**.

We sincerely appeal to all property owners, owners' corporations and residents' organisations to participate in this worthy social cause.

Owners' Corporations
We need your participation
We look forward to your support!

Whatever you do, it's best to achieve
a win-win situation!

